

## **Mission**

To provide purchasing and contracting services by knowledgeable and professional personnel that procure goods, services, and construction; provide contract administration and the maintenance/disposal of fixed assets; ensure compliance with Florida Statutes and the County Code in all procurement activities.

## **Business Strategy**

The Purchasing and Contracts Division shall procure with integrity, goods, services, and construction within a time frame that meets our customers needs and at the best value. The Purchasing and Contracts Division functions include processing requisitions; Purchasing Card Program administration; receiving competitive prices through quotes, bids, negotiations, and proposals, issuing purchasing orders, change orders, work orders and contracts that total over \$85 million dollars which are within budgeted funds; and assisting in the management of contracts from initiation through final Board approval to the expiration of the contracts. The Purchasing and Contracts Division manages over 10,000 fixed (personal) assets.

### **Award Winning Service:**

Recipient of the "Outstanding Agency Accreditation Achievement Award" from National Institute of Governmental Purchasing (NIGP), "Achievement of Excellence in Procurement Award" from the National Purchasing Institute (NPI) and "Award for Excellence in Public Procurement" from the Florida Association of Public Purchasing Officers, Inc. (FAPPO).

## **Objectives**

Ensure Countywide compliance of the Purchasing code and procedures, while maintaining an effective operation of the procurement, fixed assets, and contract processes.

Provide innovative purchasing solutions, while maintaining customer satisfaction and achieving management's objectives in the purchasing, fixed assets, and contracting process. Continue to achieve cost savings by using the competitive process and through negotiations.

Utilize new technological and procurement trends, and provide the necessary education for certification. Advance toward a complete e-procurement solution with the new integrated financial software package.

Administer the Purchasing Card Program, and conduct compliance checks. Develop term contracts that can be utilized by various departments and other governmental agencies.

<b>Department:</b>		<b>FISCAL SERVICES</b>			<b>Seminole County</b>	
<b>Division:</b>		<b>PURCHASING AND CONTRACTS</b>				
<b>Section:</b>					<b>FY 2004/05</b>	
		2002/03 Actual Expenditures	2003/04 Adopted Budget	2004/05 Tentative Approved Budget	2004/05 Adopted Budget	Change between Tentative Approved & Adopted Budget
<b>EXPENDITURES:</b>						
Personal Services		623,033	693,331	724,911	755,698	30,787
Operating Services		47,682	66,010	79,250	82,133	2,883
Capital Outlay		-	-	-	-	-
Debt Service		-	-	-	-	-
Grants and Aid		-	-	-	-	-
<b>Subtotal Operating</b>		<b>670,715</b>	<b>759,341</b>	<b>804,161</b>	<b>837,831</b>	<b>33,670</b>
Capital Improvements		-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>670,715</b>	<b>759,341</b>	<b>804,161</b>	<b>837,831</b>	<b>33,670</b>
<b>FUNDING SOURCE(S)</b>						
General Fund		670,715	759,341	804,161	837,831	33,670
<b>TOTAL FUNDING SOURCE(S)</b>		<b>670,715</b>	<b>759,341</b>	<b>804,161</b>	<b>837,831</b>	<b>33,670</b>
Full-Time Positions		12	12	12	13	1
Part-Time Positions		-	-	-	-	-
<b>New Programs and Highlights for Fiscal Year 2004/05</b>						
<b>Requested Changes</b>						
Senior Analyst for Purchasing and Contracts Division (\$52,672 Personal Services, \$2,100 Operating).						54,772
<b>Capital Improvements</b>		<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
Total Project Cost		-	-	-	-	-
Total Operating Impact		-	-	-	-	-